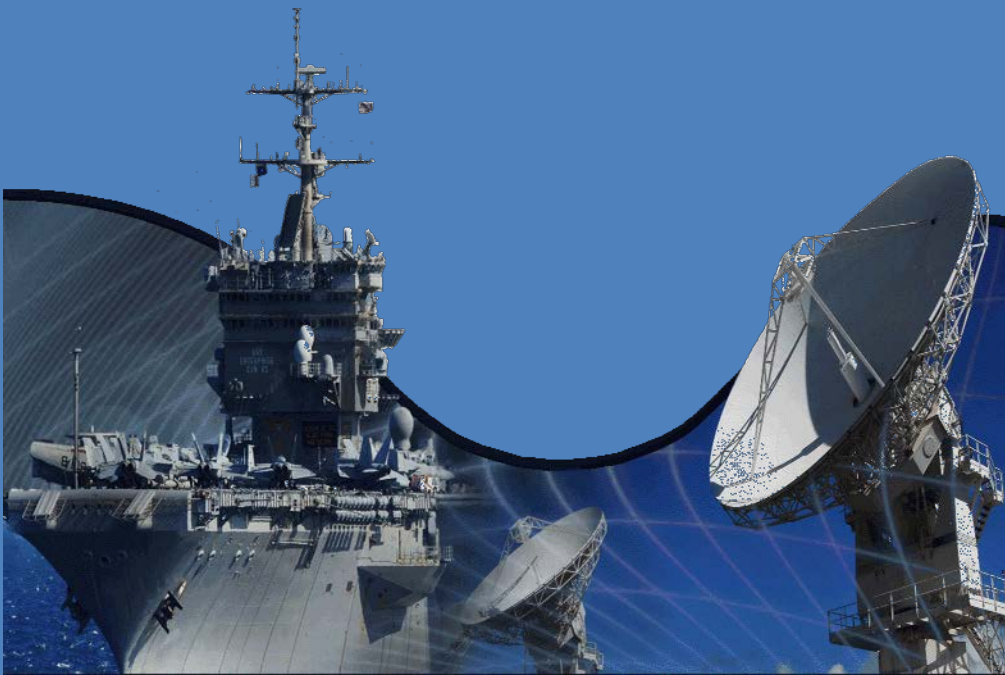


# NAVY FOIA BUSINESS PROCESS & FOIAONLINE INTERGRATION TRAINING



WRITTEN BY

DEPARTMENT OF THE NAVY

PA/FOIA PROGRAM OFFICE (DNS-36)

FOIA TEAM

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**DEPARTMENT OF THE NAVY**  
CHIEF INFORMATION OFFICER  
1000 NAVY PENTAGON  
WASHINGTON DC 20350-1000

12 December 2013

MEMORANDUM FOR DIRECTOR NAVY STAFF  
DIRECTOR, MARINE CORPS STAFF


Subj: DEPARTMENT OF THE NAVY IMPLEMENTATION OF FOIAONLINE

Effective 1 February 2014, all new and open Department of the Navy (DON) Freedom of Information Act (FOIA) requests will be processed through the FOIAonline tracking and management tool. This web-based tool, managed by the Environmental Protection Agency (EPA) and used by several Federal agencies, will provide a cost effective shared service that automates the tracking and reporting associated with FOIA processing.

Per standard practice, appropriate redactions will be applied prior to document release. Exceptions to releasing specific documents to the FOIAonline repository may be granted on a case-by-case basis by the applicable Navy or Marine Corps FOIA office.

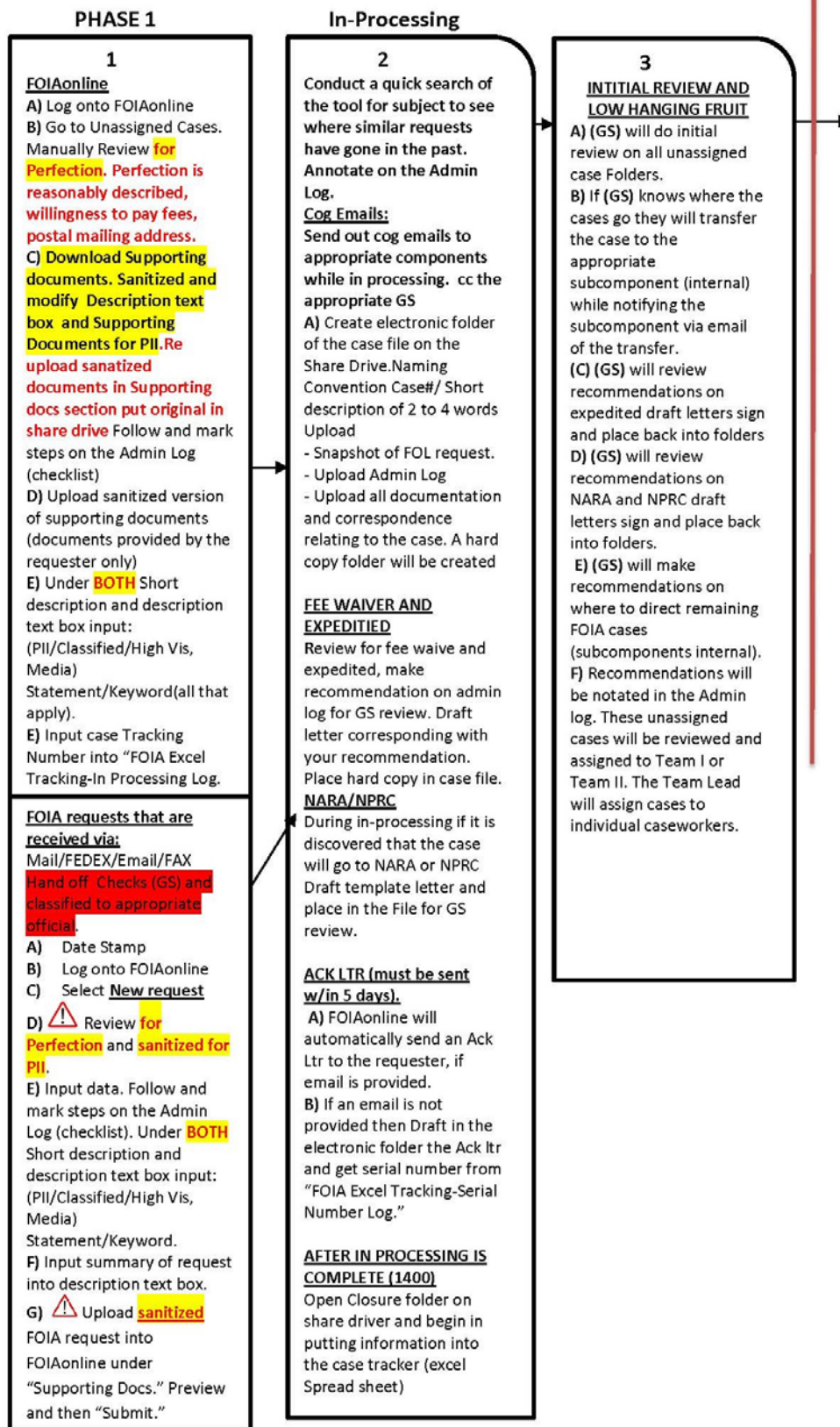
FOIA offices currently using the Naval Sea Systems Command e-FOIA tool and commands that are employing other FOIA tools or methods will continue using their respective system until 31 January 2014.

Training information, including dates for web-based training via Defense Connect Online, will be provided under separate correspondence. My points of contact for FOIAonline implementation are Ms. Suzette Buttram, [suzette.buttram@navy.mil](mailto:suzette.buttram@navy.mil), (703) 695-1970 and Mr. Steve Muck, [steven.muck@navy.mil](mailto:steven.muck@navy.mil), (703) 695-1297.

  
Terry A. Halvorsen  
Department of the Navy  
Chief Information Officer

Copy to:  
DON/AA  
CNO (DNS-36)  
OPNAV N2/N6  
HQMC C4  
HQMC (ARSF)  
NAVSEASYS COM

**IN PROCESS ALL CASES RECEIVED BEFORE 1200 HOURS. ALL NEW REQUESTS RECEIVED AFTER 1200 HOURS WILL BE IN PROCESSED THE FOLLOWING DAY.**

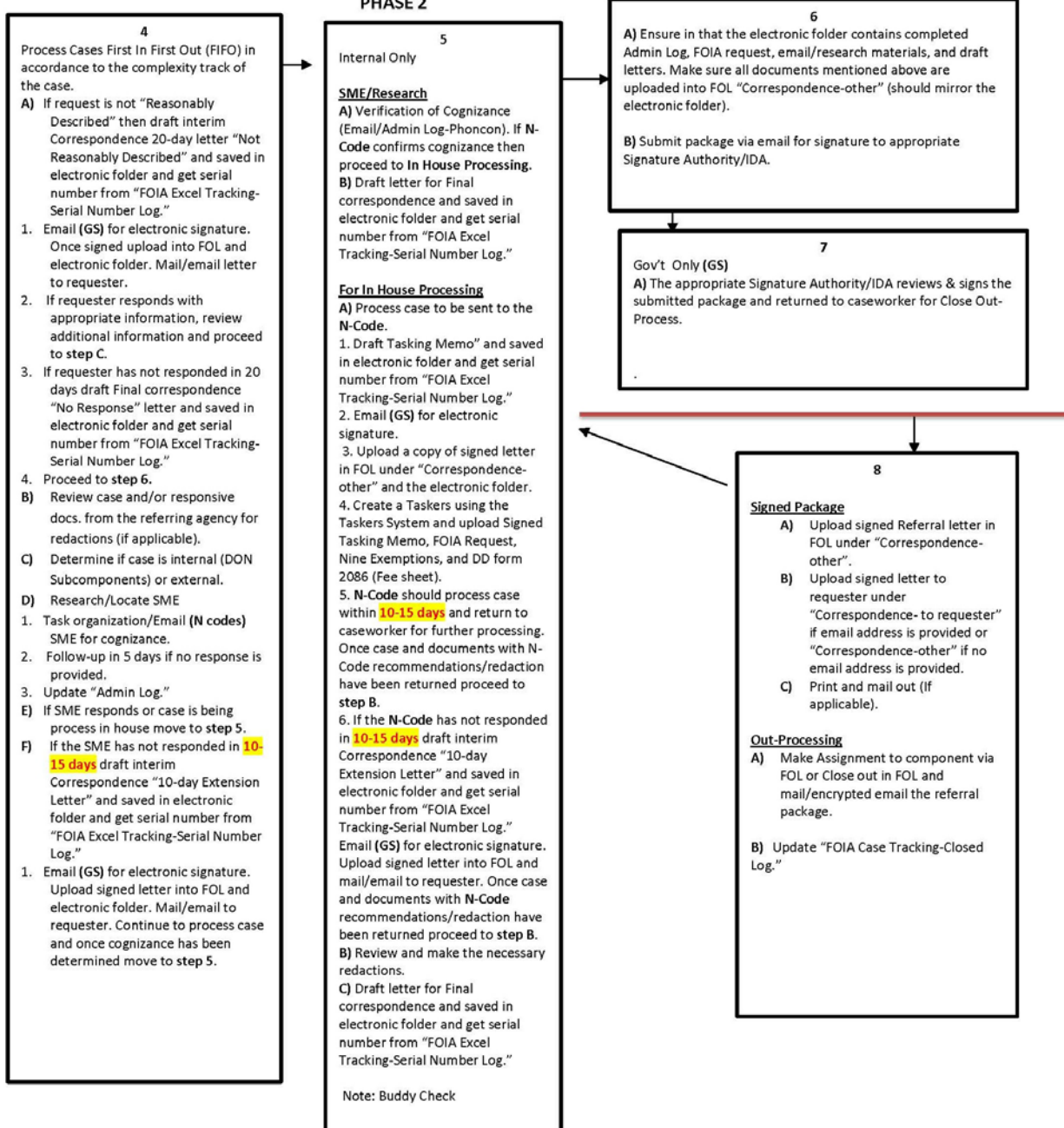


4/12/2017

an Standard Operating

## UNCLASSIFIED FOIA PROCESSING FLOW-CHART

## PHASE 2

FOIAONLINE OVERVIEWLogin

- FOR CAC USERS - <https://foiaonline.regulations.gov/foia/action/registered/home>. Select your "DoD Email" certificate to proceed to FOIAonline.

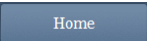
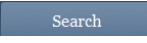
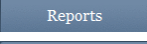


Revision 0.15

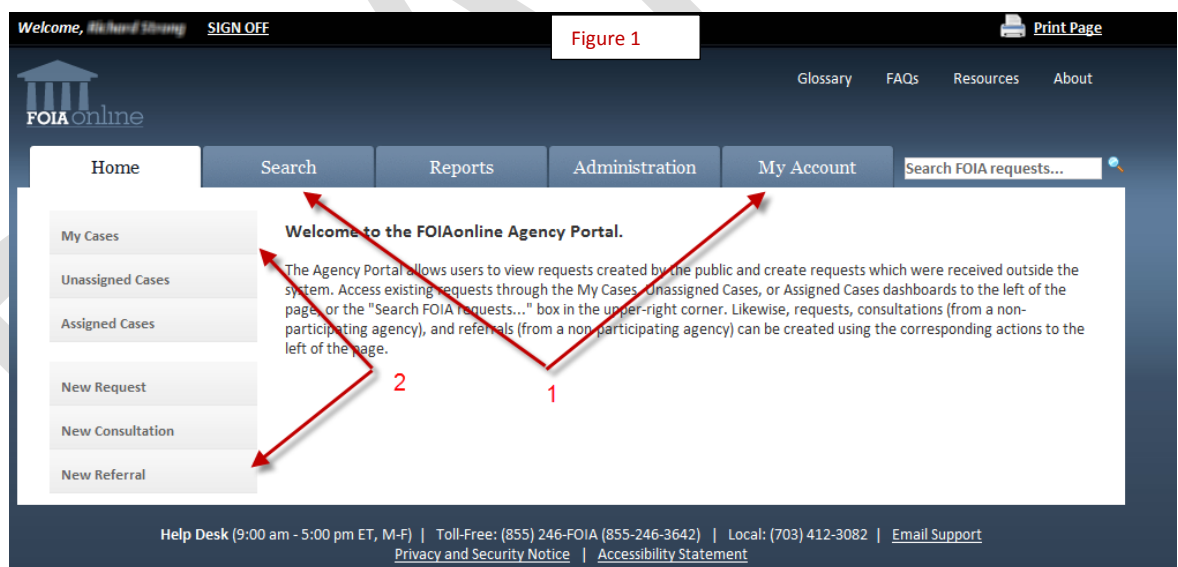
4/12/2017



Disclaimer: This presently is drafted for internal use within DNS-36 Office, as revisions are made we will develop an Standard Operating Procedures (SOPs) for widespread use.

- FOR NON-CAC USERS - <https://foiaonline.regulations.gov/foia/action/public/home>. At the top of the window, there will be an area to input your login email and password.

### **General Terms and Concepts**

- Main Tab Menu (Figure 1) is arrayed near the top of the page, listing the various functionalities.
  -  – For agency users, “Home” encompasses all FOIA-processing actions.
  -  – Encompasses all actions related to finding a specific case.
  -  – Encompasses actions developed for specific reporting purposes.
  -  – This tab is role-restricted. Encompasses actions related to site management and user management.
  -  – Encompasses actions related to updating your user information and setting preferences.
- **Action Menu (2)** – A column of grey “tabs” on the left-hand side of the page. The Action Menu lists all available actions on the current tab. The action menu will change based on the tab selected.



- Home Tab Action Buttons
  -  – This dashboard is available to all users. Displays all cases assigned to the current user.
  -  – This dashboard is role-restricted. Displays all cases assigned to organizations rather than to individuals. For sites with subcomponents, the

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“agency” drop-down menu allows the user to view all unassigned cases at Headquarters, or for a particular subcomponent.

- **Assigned Cases** –Displays all cases assigned to an individual and all cases assigned to a subcomponent.
- **New Request**, **New Consultation** and **New Referral** allow you to manually create new cases received by your agency (e.g. through email and postal mail).

**My Cases Action Button (Figure 2)** - Here you will see everything assigned to you specifically.

- **Tracking Number (1)** - this number will not change when making assignments, tasks, referrals or consultations. If you select a tracking number it will bring you to the main page of the request.

- **Type, Track, Requester, Assigned, Due, Status** are all self-explanatory.

**NOTE:** Task is an action required from your office to support a FOIA request. Tasks are catch-all category of various actions and coordination conducted in support of a request. Tasks are tied to a “parent” case, and are a part of the administrative log. The tracking number is identical to that of the parent case. **A task is not a FOIA request.**



- **Detail (2)** – selecting this will give you a short version of the case description without having to open each individual case.
- Above the First Tracking Number you will see “**# items found**” (3), this is the number of items assigned to you (requests, consultations, referrals, tasks and appeals).
- **Filter (4b)** - This drop down allows you to filter by All, FOIA or PA requests.
- **Filter (4b)** - This drop down allows you to filter out the requests by type or track.
- **Results (5)** - This drop down allows you to select the number of cases per page.

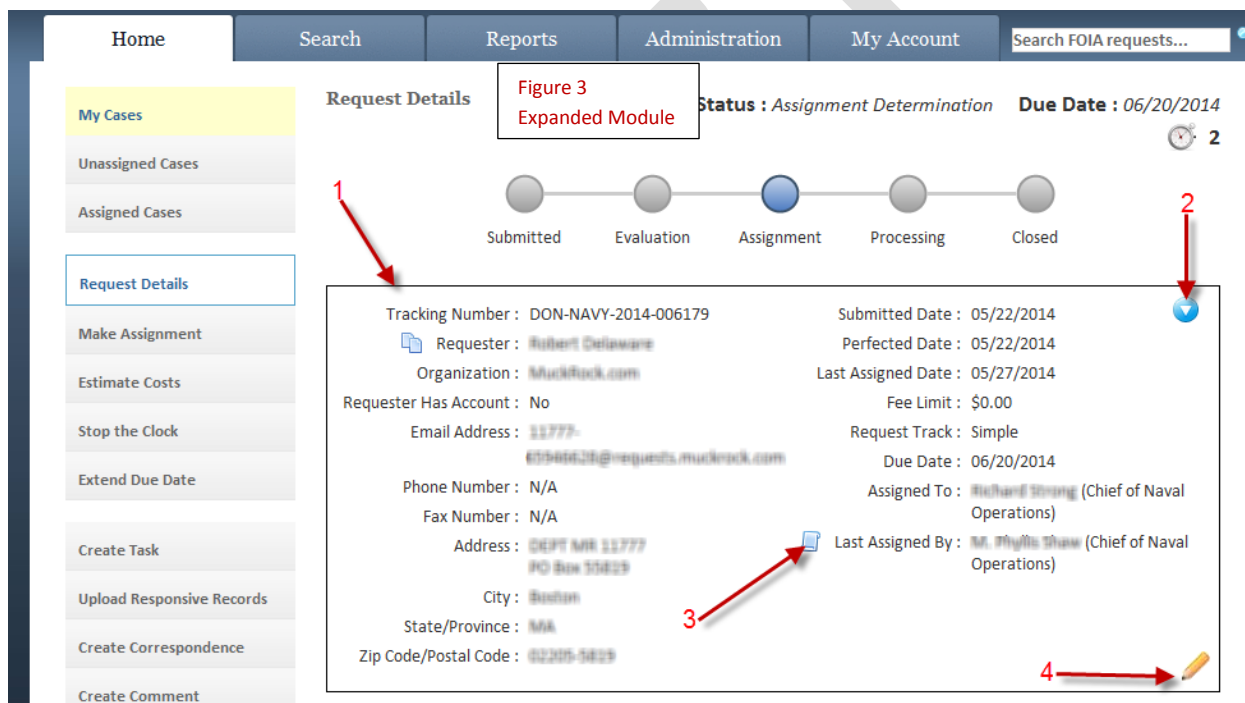
The screenshot shows the 'My Cases' section of a web application. On the left is a sidebar with links: 'My Cases', 'Unassigned Cases', 'Assigned Cases', 'New Request', 'New Consultation', and 'New Referral'. The main area displays a table of cases. Above the table, there are filters for 'Request Type' (set to 'All') and 'Filter' (set to 'All'), and a 'Results' dropdown set to '25'. The table has columns: 'Tracking Number', 'Type', 'Track', 'Requester', 'Assigned', 'Due', 'Status', and 'Detail'. The first row shows a 'Task' for 'DON-NAVY-2014-006179' assigned to 'Robert Callaway' with a due date of '05/27/2014' and status 'Assignment Determination'. The second row shows a 'Request' for 'DON-NAVY-2014-006179' assigned to 'Robert Callaway' with a due date of '06/20/2014' and status 'Assignment Determination'. The third row shows a 'Request' for 'DON-NAVY-2014-006084' assigned to 'Edlie D. Ennis' with a due date of '06/18/2014' and status 'Assignment Determination'. The fourth row shows a 'Request' for 'DON-NAVY-2014-006029' assigned to 'Joyce E. Battle' with a due date of '06/17/2014' and status 'Assignment Determination'. The fifth row shows a 'Request' for 'DON-NAVY-2014-006008' assigned to 'Hugh F. Gallagher' with a due date of '06/16/2014' and status 'Assignment Determination'. The sixth row shows a 'Consultation' for 'DON-NAVY-2014-005790' assigned to 'Nikki A.' with a due date of '06/10/2014' and status 'Initial Evaluation'. Red arrows with numbers 1 through 5 point to specific elements: 1 points to the first tracking number, 2 points to the 'Detail' button for the first row, 3 points to the text '33 items found, displaying 1 to 25.', 4a points to the 'Request Type' dropdown, and 4b points to the 'Filter' dropdown. Callout 5 points to the 'Results' dropdown.

Tracking Number	Type	Track	Requester	Assigned	Due	Status	Detail
DON-NAVY-2014-006179	Task	Simple	Robert Callaway	05/27/2014	TBD	Assignment Determination	<a href="#">Detail</a>
DON-NAVY-2014-006179	Request	Simple	Robert Callaway	05/27/2014	06/20/2014	Assignment Determination	<a href="#">Detail</a>
DON-NAVY-2014-006084	Request	Complex	Edlie D. Ennis	05/21/2014	06/18/2014	Assignment Determination	<a href="#">Detail</a>
DON-NAVY-2014-006029	Request	Simple	Joyce E. Battle	05/21/2014	06/17/2014	Assignment Determination	<a href="#">Detail</a>
DON-NAVY-2014-006008	Request	Simple	Hugh F. Gallagher	05/16/2014	06/16/2014	Assignment Determination	<a href="#">Detail</a>
DON-NAVY-2014-005790	Consultation	TBD	Nikki A.	05/12/2014	06/10/2014	Initial Evaluation	<a href="#">Detail</a>

Figure 2

### Selecting a Tracking Number brings you to Initial Page of Request (Figure 3)

- Module (1) – Is an individual “segment” of an Action/Page. Modules are indicated by black-bordered boxes, often with a title in the upper left-hand corner ( i.e. **Request Handling, Description, Additional Information, Upload Supporting Files (Figures 4 & 5)**)
- Detail Button (  ) (2) –Selecting this button will expand or collapse the module (pointed to the right is collapsed, pointed down is expanded).
  - Selecting the Detail button gives a more in depth detail to that particular section.
  - Select the Detail button in the right hand corner of the first box. This box gives you the requesters’ additional information used for judging Perfection.
  - Select the Scroll (3) next to “Last Assigned By:” To view entire assignment history.
  - Select the “Pencil” (  ) (4) in the lower right hand corner, this allows you to edit the information within that box. Not all Modules are editable.



Home Search Reports Administration My Account Search FOIA requests...

**My Cases**

- Unassigned Cases
- Assigned Cases

**Request Details**

Status : Assignment Determination Due Date : 06/20/2014

Submitted Evaluation Assignment Processing Closed

Tracking Number : DON-NAVY-2014-006179 Submitted Date : 05/22/2014

Requester : Robert Delaware Perfected Date : 05/22/2014

Organization : MuckRock.com Last Assigned Date : 05/27/2014

Requester Has Account : No Fee Limit : \$0.00

Email Address : 11777- Request Track : Simple

6094628@requests.muckrock.com Due Date : 06/20/2014

Phone Number : N/A Assigned To : Richard Strong (Chief of Naval Operations)

Fax Number : N/A Last Assigned By : M. Phyllis Shaw (Chief of Naval Operations)

Address : DEPT MR 11777

PO Box 10829

City : Boston

State/Province : MA

Zip Code/Postal Code : 02205-0829




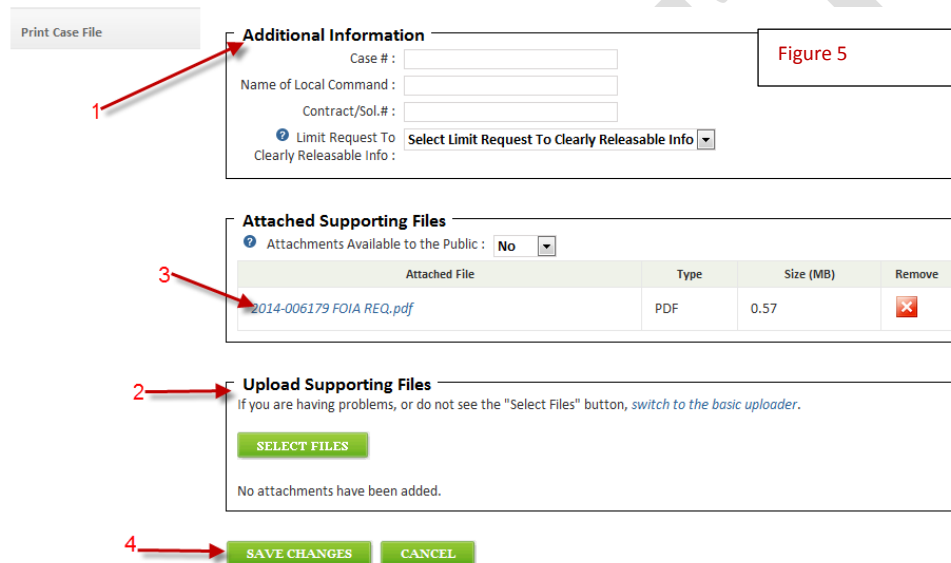
**Tabs on the initial page of the request (Request Details) (Figure 4)-** In addition to the main tab menu, many pages have “sub-tab” menus, in support of the specific action or case selected.

- Case File (1), Admin Cost (2), Assigned Tasks (3), Comments (0) (4), Review (5)
- **Appellate Authority (6)**- See page 22e
- **Acknowledgement sent (7)** - if the Requester provided an email address the system will automatically generate an acknowledgement email. If no email was provided the date would be the day the acknowledgement letter was sent.
- **5 Day Notifications (8)** –checking this box will enable the system to generate an email to remind the case worker every 5 days that the case is still pending.
- **Short Description (9)** – Title of the request. In certain cases it is recommend to put Classified, HV, PII, Media with a semi-colon then the short description, this allows easier search capability.
  - a. Box beneath the title (10) – a short description of the request. This is not necessarily a cut and paste of the original request, this should be a short summary of the request(up to 2000 characters). “Requester Info Available to the Public:” should be changed to Yes when appropriate once appropriate Privacy concerns have been addressed. **NOTE: Per DON Policy, Post for public Release should be the norm not the exception.**

The screenshot displays the 'Request Details' page with a main tab menu at the top: Submission Details, Case File (1), Admin Cost (2), Assigned Tasks (3), Comments (1) (4), and Review (5). Red arrows point from these numbers to their respective tabs. Below the tabs is the 'Request Handling' section, which is divided into two columns. The left column contains fields for Requester Info (Available to the Public: No), Request Track (Simple), Fee Category (Media/Educational), Fee Waiver Requested (Yes), Fee Waiver Status (Pending Decision), Expedited Processing (No), and Expedited Processing Status (N/A). The right column contains fields for Request Perfected (Yes), Perfected Date (05/22/2014), Appellate Authority (OJAG14), Acknowledgement Sent Date, Unusual Circumstances (No), 5 Day Notifications (checkbox), and Litigation (No). Red arrows point from numbers 1 through 8 to these fields. A callout box labeled 'Figure 4 Collapsed Module' points to the 'Request Handling' section. Below the 'Request Handling' section is the 'Request Description' section, which contains a 'Short Description' field and a text area. Red arrows point from numbers 9 and 10 to these fields. On the left side of the page, there is a sidebar with a 'Stop the Clock' button and a list of actions: Extend Due Date, Create Task, Upload Responsive Records, Create Correspondence, Create Comment, Create Consultation, Create Referral, Create Appeal, Interim Release, Transfer Request, and Export Request. Red arrows point from numbers 9 and 10 to the 'Interim Release' and 'Transfer Request' buttons respectively.

### Initial Page of Request Continued (Figure 5)

- Additional Information Module (1) – In this module put in addition information such as if referred by FBI etc. their case number.
- Upload Supporting Files (2) – here the requester can upload any file they feel is relevant to the request if they are creating the request themselves. If the request came in through other avenues (e.g. email, postal mail) after creating the request you should upload any documents they included as well as the request itself. Ensure to sanitize for any Privacy concerns.
-  **NOTE: NEVER** upload any of your work, emails or correspondence. This is for information provided by the requester **ONLY**.
- Attached Supporting Files (3) – here is where you will see supporting files uploaded.
- **SAVE CHANGES (4) – ALWAYS SELECT SAVE CHANGES BEFORE MOVING ON OR THE ATTACHEMENTS WILL FOLLOW YOU TO YOUR NEXT PAGE OR CASE.**



Print Case File

**Additional Information**

Case # :


Name of Local Command :

Contract/Sol.# :

Limit Request To Clearly Releasable Info :

**Attached Supporting Files**

Attachments Available to the Public :

Attached File	Type	Size (MB)	Remove
2014-006179 FOIA REQ.pdf	PDF	0.57	

**Upload Supporting Files**

If you are having problems, or do not see the "Select Files" button, switch to the basic uploader.

No attachments have been added.

### Additional Case Tabs (Figure 6)

- Selecting **"Case File"** (Figure6) (1) - Opens a whole new row of tabs (2)
- **Records Tab**(Figure 6)(2)
  - When unclassified responsive records are uploaded using the action button "Upload Responsive Records" (3) "Publish options" (4) are available and can be changed as the processing continues. The "Publish options" can be set next to the record up loaded by a drop down (5).

- **Selecting Exemptions (Figure 7)**
  - Selecting the pencil (6) in Figure 6 open a new window to select Exemptions.
  - Select appropriate Exemptions (1) and applied keywords (2). (Figure 7)
  - Select **SAVE RECORD CHANGES** (3). (Figure 7)
  - This also allows FOL to total your exemptions applied by type for the annual report.

- **Consultation Tab:** (Figure 6)(2) Using the “Create Consultations” Action button to coordinate with another command, the consultation documentation will be maintained as part of the command.
- **Correspondence Tab:** (Figure 6)(2) “Correspondence to Requester” all correspondence between the agency and the requester is maintained here to include the acknowledgement email generated by FOL. (Figure 8)
  - Select “Create Correspondence” action button (1).
  - Select Correspondence Type from the drop down (2)

- “Correspondence to Requester” generates an email to the requester when saved. For use when the requester has provided an email address.
- “Other” will save the document to the Correspondence section and the document will need to be sent through the U.S. Postal system. Any other documents may be saved as “Other” as well (e.g. emails with other components).
- Both correspondences above will be saved in the system for the administrative record.
- If your Echelon II has populated Boiler Plate letters select the Letter for use from the “Letter Template” drop down (3).
- The “Email Subject:” line (4). Most users just copy the second line in the Email Body provided. (i.e. DON-NAVY-2014-xxxxxx)
- “Email Body:” (5) box is used for any free text you wish to send.
- “Correspondence Attachments” are where you will attach any records or documents you wish to send to the requester (i.e. Response Letter to Requester, Records or Documents that have been requested and are releasable). Click “Select Files” (6) choose the file you are sending, click “Create” (7) at the bottom of the page.

**⚠ WARNING:** If you selected “Correspondence to the Requester” (2) from the drop down the Email with all the attachments will be sent once the **CREATE** button is pushed.

The screenshot shows the 'Create Correspondence' form. On the left is a sidebar menu with options: Extend Due Date, Create Task, Upload Responsive Records, **Create Correspondence** (annotated with 1), Create Comment (annotated with 4), Create Consultation, Create Referral, Create Appeal, Interim Release, Transfer Request, Export Request, Begin Close Out Process, Generate Invoice, and Print Case File. The main form area has a title 'Create Correspondence' and a note: 'Note: To add correspondence to the case file without sending it to the requester, choose Correspondence Type "Other" (attachment or letter template required).' Below this are fields for 'Correspondence Type' (annotated with 2, set to 'Select Correspondence Type'), 'From' (DONFOIA-PA@navy.mil), 'To' (11777-439464.26@requests.muckrock.com), 'Letter Template' (annotated with 3, set to 'Select Letter Template'), 'Email Subject' (annotated with 4), and 'Email Body' (annotated with 5, containing a date and FOIA request number). At the bottom, there is a 'Correspondence Attachments' section with a 'SELECT FILES' button (annotated with 6) and a 'Nothing found to display.' message. At the very bottom are 'CREATE' and 'CANCEL' buttons, with the 'CREATE' button annotated with 7.

- **Appeals Tab** (Figure 6)(2): This is where any appeals that have been filed while the case is still being worked will be filed. All red asterisks (\*) must be filed in when using this section.
- **Financing Tab** (Figure 6)(2): In this section are any invoices you created using the “Estimate Cost” Action button and any payments already received.
- **Restricted Materials** (Figure 6)(2) : Self-explanatory.

Request Details

**- Action Button takes you back to the Request details page.**


- **Admin Cost Tab:** (Figure 9) This tab is used to add costs to your invoice. All Red Asterisks (\*) must be fill in. under "Charge Type" (1) is a drop down menu with 15 items to choose from.


- 
- **Assigned Tasks** (Figure 10) Tasks are created using the **Create Task** action button (1).
  - Outcome (2) – “pending” means it’s not completed yet, “other” means something has been done with it.
  - Assigned To (3) – Self-explanatory.
  - Assigned By (4) – Self-explanatory. **Note:** It can be the requester themselves if they are requesting Expedited Processing or a Fee Waiver.
  - Date Sent (5) – Date Task was assigned.
  - Due Date (6) – Date Task is due to be completed.
  - Notification (7) – selecting this box generates an email reminder the task is still pending.
  - (8) – Expanded view of the Task and Response.

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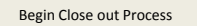

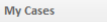


4/12/2017

Disclaimer: This presently is drafted for internal use within DNS-36 Office, as revisions are made we will develop an Standard Operating Procedures (SOPs) for widespread use.

-  Can be used as an additional log. Phone conversations, Face to Face conversations or any other information the User (i.e. Caseworker, Reviewer) wants to place in the comments.

 When closing a case a reviewer may be required depending on your office Policy. Recommend not setting a Reviewer until you are ready to close the case. If the case is re-assigned with a Reviewers already set then it will transfer with the case.

### **BEGIN CLOSE OUT PROCESS**

- Ensure that the proper numbers of Reviewers are assigned in the **“Review”** sub tab. **No reviewers should have been assigned prior to this step.**
- Select  from the Action Menu.
- Select the appropriate option from the drop-down menu in the **“Final Disposition”** module. **This disposition will be reported to Congress.**
- Review the information in the **“Responsive Records”** and **“Exemptions Used”** modules for accuracy. If necessary, make the appropriate changes, than repeat the process.
- (If applicable) Enter appropriate text into the **“Invoice Comments/Instructions”** module.
- Click the green **“ ”** button.
- The Review Sequence will begin.
  - A **“Case File Review”** Task will be created for the First Reviewer in the Reviewer Order.
  - If a **Case File Review** Task is rejected, the Review Sequence will be aborted. The closeout process will have to be restarted from the beginning.
  - After all **Case File Review** Tasks are approved, the Review Sequence will conclude and a **“Final Disposition Notice”** task will be sent to .
- In the **Final Disposition Notice** task, select  from the Action Menu.
  - If the requester does not have an email address, ensure that the **Final Disposition Letter** has been added to **“Correspondence” “Other”**
    - i. Enter the Date the **Final Disposition Letter** was sent in the **“Offline Closure Date”** module.
    - ii. Click the  button. This will Close Out the **Final Disposition Notice Task** and the FOIA request.
    - iii. Send Hand copy of Final Disposition Notice Letter, a copy of the Initial Request and any Documents or Records being released to the Requester through regular postal mail.
  - The **“Final Disposition Notice”** module reflects the **“Create Correspondence”** module (Figure 8). The **“Attach Supporting Files”** module reflects the **“Correspondence Attachments”** module (Figure 8).
  - (If applicable) Select the appropriate Invoice(s) for the **“Attach Invoice”** module.



Attach Invoice, Records, or Past Correspondence

Filter: All Results: 50

One item found.

Send?	Title	Type	Record Release Type
Select	DON-NAVY-2014-00095 Invoice 20140602.pdf	Invoice	

One item found.

- Click the **SEND** button. This will Close Out the **Final Disposition Notice Task** and the FOIA request. FOIAonline will send the Final Disposition Letter to the requester.

## REPORTS (Figure 11)

FOIAonline

Glossary FAQs Resources About

Home Search Reports Administration My Account Search FOIA requests...

**Agency Reports**

- Annual Report: These reports are also public facing and contain real-time updates regarding request, referral, appeal and consultation metrics. The reports are identical to those produced in the year-end annual report.
- Year-End Annual Report: The year-end annual report is generated after the fiscal year has ended and all request processing has been completed. The year-end annual report is generated from the backend and populates within a table, including an editable version of the report. The editable version of the report uses individual tables to allow modification of system data and input of data not captured by the system.
- Audit Log Report: A per request list of the actions taken, including the fields that have been updated for each action.
- Backlog Report: Produces a list of all requests that are flagged as backlogged.
- Workload Report: Produces a breakdown of the requests, appeals, referrals, consultations, and tasks assigned to users at the user's level and for individuals below them.
- Record Retention Report: Monitors the retention periods of released records and allows privileged users to extend the retention period or remove expired records.
- Expedited Processing Report: Produces a report of all requests and referrals which have expedited processing tasks.
- Fee Waiver Report: Produces a report of all requests and referrals which have fee waiver tasks.
- Overdue Cases Report: Produces a list of all requests, referrals, and appeals which are overdue.
- Delinquency Report: Produces a list of all requesters who have outstanding fee payments for 30, 60, or 90 days.
- Custom Report: A powerful report which can be used to specify a variety of input criteria.

Figure 11

Help Desk (8:00 am - 6:00 pm ET, M-F) | Toll-Free: (844) 238-7744 | Local: (970) 494-5506 | Email Support  
Privacy and Security Notice | Accessibility Statement

**1. Annual Report (Figure 11a)** – When using this function ensure your Time Period from date (2) is far reaching (i.e. 1/1/2000) to present (3) to ensure to capture all old case information. **The Annual Report function does not return historical data.** Data is current to the date of the Report. When running this Report you will need to select each portion separately from the drop down menu (4) (i.e. “Ten Oldest Requests” run Report, then “10 Oldest Consultations” run report)

Home Search **Reports** Administration My Account Search FOIA requests...

**Reports** 1

\* indicates a required field.

**Report Criteria**

\* Report Type : Requests 4

\* Agency : DON - Department of the Navy

\* Time Period : [ ] to [ ] 2 3

**CREATE REPORT**

Annual Report  
Year-End Annual Report  
Audit Log Report  
Backlog Report  
Workload Report  
Retention Report  
Expedited Processing Report  
Fee Waiver Report  
Overdue Cases Report  
Delinquency Report  
Custom Report

Figure 11a

2. **Backlog Report** – Shows all Backlogged Requests.
3. **Workload Report** – Shows all Requests, Appeals, Referrals, Consultations, and Tasks assigned to users.
4. **Record Retention Report** – Shows the Retention Date of All Cases
5. **Expedited Processing Report** – Shows All Requests for Expedited Processing and the Status of the Expedited Processing Request.
6. **Fee Waiver Report** – Shows All Requests for Fee Waivers and the Status of the Fee Waiver Request.
7. **Overdue Cases Report** – Shows All Cases that Remain Open Past the Due Date, including whether that request has any Open Tasks.
8. **Appeal Report**- shows appeals by office , received dates can be entered and closed dates can be entered.
9. **Delinquency Report**- Returns information on Requesters that have not paid invoices for past Requests.
10. **Custom Report** - Function similar to an “Advanced” Search.

#### UPLOADED DOCUMENTS VISIBILITY:

	Public	Requester	Public After Closure	Internal Only
Other Correspondence				X
Correspondence to Requester		X		
Attached Supporting Files	Y/N	X		
Responsive Documents – RR-Redacted- Releasable			X	
Responsive Documents – RU-Redacted- Un-Releasable				X

Revision 0.15

4/12/2017

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Responsive Documents – UR- Un-Redacted- Releasable			X	
Responsive Documents – UU- Un-Redacted-Un-Releasable				X
Responsive Documents – REQ- Release to Requester Only		X		
Description	Y/N	X		
Modified Description (Overrides Description)	Y/N	X		
Short Description (Subject)				X

### **WHAT TO UPLOAD WHERE**

Upload Supporting Files	Correspondence “Other”	Correspondence to Requester
FOIA Requests	Draft Acknowledgment Letter	Final Acknowledgment Letter
Redacted versions of Attachments that came with the FOIA request	Emails	Final Response Letter to Requester
Envelope in which the request came in.	Research Materials	
	Draft Response Letter to Requester	
	Admin Log/Phone log	
<b>Upload Responsive Records</b>	<b>Restricted Materials</b>	
Records (potentially) responsive to FOIA requests	Sensitive (unclassified) records that should not be viewable to parent site(s)	
“Placeholders” for responsive records that cannot be uploaded		

# **DNS-36**

# **Business Process**

Revision 0.15

4/12/2017

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# Good Morning

FOIAonline

Go into Unassigned Cases  
Find Case Number  
Make sure you select Request not Task, Task will be used at a later time.

Glossary FAQs Resources About

Home Search Reports Administration My Account Search FOIA requests...

My Cases  
Unassigned Cases  
Assigned Cases  
New Request  
New Consultation  
New Referral

Unassigned Cases Agency: NAVY Filter: All Results: 25

22 items found, displaying all items.

Assign	Tracking Number	Type	Requester	Submitted	Due	Detail
<input type="checkbox"/>	DON-NAVY-2017-000437	Request	John Edwards	10/24/2016	TBD	
<input type="checkbox"/>	DON-NAVY-2017-000435	Request	jamie labranche	10/23/2016	TBD	
<input type="checkbox"/>	DON-NAVY-2017-000434	Request	Elaine Donnelly	10/23/2016	TBD	
<input type="checkbox"/>	DON-NAVY-2017-000428	Request	Moises I. Benhabib	10/21/2016	TBD	
<input type="checkbox"/>	DON-NAVY-2017-000427	Request	Alfred G. Smith	10/21/2016	TBD	

## New And Shiny FOIA

Home Search Reports Administration My Account Search FOIA requests...

My Cases  
Unassigned Cases  
Assigned Cases  
Request Details  
Make Assignment  
Estimate Costs  
Stop the Clock  
Extend Due Date

Request Details Status: Research Records Due Date: 11/21/2016

You should be in "Request Details".

Submitted Evaluation Assignment Processing Closed

Click on the blue icon (this will allow you to view all pertinent information on requester)

Tracking Number: DON-NAVY-2017-000425 Submitted Date: 10/21/2016  
 Requester: Mr. Skippy Fluffernutter Perfected Date: 10/21/2016  
 Organization: N/A Last Assigned Date: 10/21/2016  
 Requester Has Account: No Fee Limit: \$0.01

Submission Details Case File Admin Cost Assigned Tasks Comments (0) Review

Revision 0.15

4/12/2017

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## Requester Who?

**Request Details** Status: Research Records Due Date: 11/21/2016

Submitted Evaluation Assignment Processing Closed

Tracking Number: DON-NAVY-2017-000425 Submitted Date: 10/21/2016  
 Requester: Mr. Skippy Fluffernutter Perfected Date: 10/21/2016  
 Organization: N/A Last Assigned Date: 10/21/2016  
 Requester Has Account: No Fee Limit: \$0.01  
 Email Address: N/A Request Track: Simple  
 Phone Number: N/A Due Date: 11/21/2016  
 Fax Number: N/A Assigned To: Raymond Hartwick (Chief of Naval Operations)  
 Address: 123 Help Me Rd Last Assigned By: Raymond Hartwick (Chief of Naval Operations)  
 City: McKees Rocks  
 State/Province: PA  
 Zip Code/Postal Code: 15132

Submission Details Case File Admin Cost Assigned Tasks Comments (0) Review

**NOTE:** When expanded, there are a few things that need to be validated; there must be:

- (1) **Physical non-government** address.
- (2) Willingness to pay fees.
- (3) An email address would be helpful but not necessary. Without an email, the response has to be mailed via snail mail.

## If ???

Create Comment

Create Consultation

Create Referral

Create Appeal

Submission Details Case File Admin Cost Assigned Tasks Comments (0) Review

**Request Handling**

Requester Info: No Available to the Public: No

Request Track: Simple Select Fee Category

Fee Category: Other

Request Perfected: NO Perfected Date: 10/21/2016

Appellate Authority: Select Authority

Acknowledgement Sent: 10/21/16

1. Check the "Comments" tab for any possible comments that are applicable to the case.
2. Check "Assigned Tasks" for any possible action needed.



## In-Processing

1. "Request Track" Simple and Complex are the two options.
2. "Fee Category" there will be 3 different categories to choose from (1) Commercial (2) Media/Education (3) Other. Determine if the requestor is connected to any medical or educational program, most will fall under **other**.
3. "Fee Waiver Requested" this is either yes or no. If yes, there should be documentation attached to the original request.
4. "Expedited Process" this is either yes or no. If yes, there should be documentation attached to the original request.
5. "Appellate Authority" OJAG14 and OGC are the two options. What if left blank?
6. "Acknowledgement Sent Date" if an email is attached to the case, the system will automatically generate an acknowledgement letter. If there isn't an email, a manual letter must be generated and sent to the requestor.

## Short Description

1. Read the request description. From the request make a short description and type in the highlighted area. The short description should be no more than four words.
2. "Has the Description been Modified" when you click this box, another box will appear with the same request information. This is where you will redact all PII (personal information) pertaining to the case. This is where you will refer to "The Nine FOIA Exemptions" worksheet.

## When in Doubt...**SAVE!!**

NOTE: You will skip "Additional Information" and "Upload Supporting Files" and go to...

**Upload Supporting Files**

If you are having problems, or do not see the "Select Files" button, *switch to the basic uploader.*

**SELECT FILES**

No attachments have been added.

**SAVE CHANGES** **CANCEL**

**BACK TO SEARCH RESULTS**

## Printing & Saving

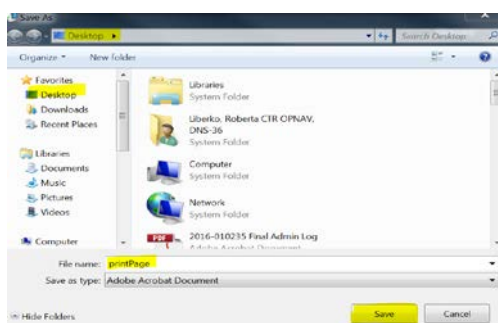


Go to the top of the page and click on Print Page.



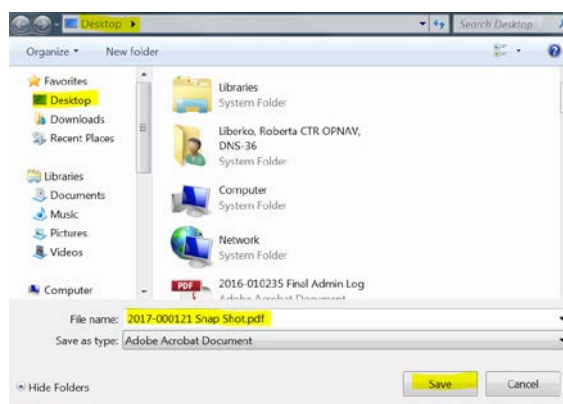
This box will appear at the bottom of your screen and you should click on the black arrow next to "Save" and click the "Save As" feature.

## Save As...



This is the screen that will come up. You should make sure you're saving the file to your desktop and rename your file.

## Snap Shot



This is the screen that will come up. You should make sure you are saving the file to your desktop and rename your file.

Revision 0.15

4/12/2017

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# Filling Out DNS-36 Check List

For Official Use Only (FOUO) - Privacy Sensitive. Any misuse or unauthorized disclosure may result in both criminal and civil penalties

## NAVY FOIA CHECK LIST

FOIA Case #:	Sister Case #:	<input type="checkbox"/> PII
Subject:		
Requester/Organization:		
Fee Category:		
Processing Track:		

<input type="checkbox"/> PII	<input type="checkbox"/> CLASSIFIED	<input type="checkbox"/> APPEAL	<input type="checkbox"/> LITIGATION
<input type="checkbox"/> REFERRAL	<input type="checkbox"/> CONGRESS	<input type="checkbox"/> HIGH VIZ	<input type="checkbox"/> CONSULTATION
Request Received By:			
Receipt Date:	Date Assigned:	Date Due:	
Caseworker:			

Checklist	Initial	Date
<input type="checkbox"/> PERFECTED?		
<input type="checkbox"/> Appellate Authority		

Checklist	Initial	Date
<input type="checkbox"/> DD2086 Fee Assessment Completed (If Applicable)		

### FILLING OUT DOCUMENT:

**FOIA Case #:** retrieve from snap shot (track number)

**Subject:** Short description

**Requester/Organization:** The person or agency requesting information i.e. S. Fluffanutter

**Fee Category:** Three options 1) Commercial, 2) Media/Education, 3) Other. Refer to p.

**Processing Track:** Two options 1) Simple, 2) Complex.

**Request Received By:** Nine options 1) Certified Mail, 2) DONFOIA-PA, 3) Email, 4) Fax, 5) FedEx, 6) FOIAOnline, 7) Regular Mail, 8) SIPERNET, 9) Tasker/TRIM.

**Receipt Date:** When was it entered into FOIA Online.

**PII:** This is when a request with PII needed redacting

## Internal Use Only

Checklist	Initial	Date
<input type="checkbox"/> PERFECTED?		
<input type="checkbox"/> Appellate Authority		
<input type="checkbox"/> PII removed from FOIA request (Fapers & Tools)		
<input type="checkbox"/> Requested into FOUO by		
<input type="checkbox"/> Short Description		
<input type="checkbox"/> Request logged into In-Processing Excel Tracker		
<input type="checkbox"/> Acknowledgement sent to Requester/Ask Date		
<input type="checkbox"/> Expedited		
<input type="checkbox"/> Fee Waiver		
<input type="checkbox"/> Adjudicated		
<input type="checkbox"/> 10-Day Extension Letter Sent		
<input type="checkbox"/> 20-Day Letter Sent		
<input type="checkbox"/> Consultation Sent to:		
<input type="checkbox"/> TVS Tasking Sent to:		
<input type="checkbox"/> Vaughn Index Complete (If Applicable)		

Checklist	Initial	Date
<input type="checkbox"/> DD2086 Fee Assessment Completed (If Applicable)		
<input type="checkbox"/> Signature Package Reviewed (Final) (See SOP for Folder Assembly)		
<input type="checkbox"/> Signature Package Signed (Final)		
<input type="checkbox"/> Responsive Doc's Uploaded to FOIAonline		
<input type="checkbox"/> Notes/Emails Uploaded to FOIAonline		
<input type="checkbox"/> Transferred/ Reassigned to:		
<input type="checkbox"/> Split Refs:		
<input type="checkbox"/> Referral Letter Sent		
<input type="checkbox"/> Case Closed in FOIAonline		
<input type="checkbox"/> Final Response Sent to Requester		
<input type="checkbox"/> Logged in Closed Cases Excel Tracker		
<input type="checkbox"/> (Classified) Case Closed in Excel Tracker		
<input type="checkbox"/> Case Folder Stored in File Repository (box in Office)		

**Appellate Authority:** Always check box.

**PII:** Only check if you had to redact on the snap shot.

**Req Logged into In-processing Excel Tracker:** Check the box once logged in or

**Expedited:** Is the requester requesting this case to be expedited, if so, mark it.

**Fee Waiver:** Did the requester request for a fee waiver, if so, mark and provide documentation to support.

**Note:** Initial and Date only if the box was checked off.

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## Still Check Listing Stuff

Checklist		Initial	Date
<input type="checkbox"/> PERFECTED?	<input checked="" type="checkbox"/> Appellate Authority	YN	10-7-16
<input type="checkbox"/> PII removed from FOIA request (Paper & Tool)			
<input checked="" type="checkbox"/> Req. logged into FOL by	[YOUR NAME]		
<input checked="" type="checkbox"/> Short Description			
<input checked="" type="checkbox"/> Request logged into In-Processing Excel Tracker			
<input checked="" type="checkbox"/> Acknowledgement sent to Requester/Ack Date			
<input checked="" type="checkbox"/> Expedited	<input checked="" type="checkbox"/> Fee Waiver		
<input type="checkbox"/> Adjudicated			
<input type="checkbox"/> 10-Day Extension Letter Sent			
<input type="checkbox"/> 20-Day Letter Sent			
<input type="checkbox"/> Consultation Sent to:			

Checklist		Initial	Date
<input type="checkbox"/> DD2086 Fee Assessment Completed (If Applicable)			
<input type="checkbox"/> Signature Package Reviewed (Final) (See SOP for Folder Assembly)			
<input type="checkbox"/> Signature Package Signed (Final)			
<input type="checkbox"/> Responsive Doc's Uploaded to FOIAonline			
<input type="checkbox"/> Notes/Emails Uploaded to FOIAonline			
<input type="checkbox"/> Transferred/Reassigned to:			
<input type="checkbox"/> Split Ref#:			
<input type="checkbox"/> Referral Letter Sent			
<input type="checkbox"/> Case Closed in FOIAonline			
<input type="checkbox"/> Final Response Sent to Requester			
<input type="checkbox"/> Logged in Closed Cases Excel Tracker			

For Official Use Only (FOUO) - Privacy Sensitive. Any release or unauthorized disclosure may result in both criminal and civil penalties.			
FOIA Case #:			
2017-000121			
Date	Initials	Comments	Time (Hrs)

**NOTE:** Once completed save to desktop under case number and admin checklist i.e. 2017-000121 admin checklist.

## All Actions Taken

Final Disposition		Total Pages Processed	Total Processing time	Initial	Date

Record Retention			Responsive Records		
<input type="checkbox"/> 2 Years	<input type="checkbox"/> 6 Years	Destroy Date:	# Responsive Documents	# Pages	Exemptions

Date	Initials	Comments	Time (Hrs)

Date / Initial and keep track of any actions that are taken.

Time (Hrs): This is written in a ten minute increments.

## Where My Cases At?

Cases will be available to **individual caseworkers** as well as their **FOIA office** in the **My Cases** And **Unassigned Cases** respectively.

FOIA online

Home Search Reports Administration My Account Search FOIA requests...

My Cases

Unassigned Cases

Assigned Cases

New Request

New Consultation

New Referral

My Cases

Filter: All Results: 25

12 items found, displaying all items.

Tracking Number	Type	Track	Requester	Assigned	Due	Status	Detail
DON-NAVY-2015-004062	Request	Expedited	Lee Fernan	08/22/2016	04/14/2015	Assignment Determination	
DON-NAVY-2015-008402	Task	Complex	Jason Leopold	09/21/2016	08/17/2015	Assignment Determination	
DON-NAVY-2015-008403	Referral	Complex	Jason Leopold	09/21/2016	09/29/2015	Assignment Determination	

## To Perfect or Not to Perfect..?

Request Details

Status: Assignment Determination Due Date: N/A

0 (Never Started)

Submitted Evaluation Assignment Processing Closed

Tracking Number: DON-NAVY-2017-000425 Submitted Date: 10/21/2016

Requester: Mr. Skippy Hufferutter Last Assigned Date: 10/21/2016

Organization: N/A Fee Limit: \$0.01

Requester Has Account: No

Submission Details Case File Admin Cost Assigned Tasks Comments (0) Review

Request Handling

Requester Info: No

Available to the Public: Simple

Fee Category: Other

Fee Waiver Requested: No

Fee Waiver Status: N/A

Expedited Processing: No

Requested:

Request Perfect: No

Appellate Authority: OIGC14

Acknowledgement Sent Date: 10/21/16

Unusual Circumstances?: No

5 Day Notifications: No

Litigation: No

Once Case is ready to be reviewed by GS personnel, PERFECT the case, it will read: YES

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## New Stuff

My Cases

Unassigned Cases

Assigned Cases

Request Details

Make Assignment

Estimate Costs

Stop the Clock

Extend Due Date

Create Task

Upload Responsive Records

Create Correspondence

Create Comment

- The clock has been started.
- The request changes have been successfully saved.

Note Confirmation of new information has been saved.

Request Details

Status: Assignment Determination Due Date: 11/21/2016

Submitted

Evaluation

Assignment

Processing

Closed

Tracking Number: DON-NAVY-2017-000425

Submitted Date: 10/21/2016

Requester: Mr. Skippy Fluffmutter

Perfected Date: 10/21/2016

Organization: N/A

Last Assigned Date: 10/21/2016

Requester Has Account: No

Fee Limit: \$0.01

Submission Details

Case File

Admin Cost

Assigned Tasks

Comments (0)

Review

Request Handling

Requester Info

Available to the Public:

Request Track: Simple

Request Perfected: Yes

Perfected Date: 10/21/2016

Appellate Authority: OIAG14

## Continuing Log

Record Retention				Responsive Records					
<input type="checkbox"/> 2 Years	<input type="checkbox"/> 6 Years	Destroy Date:		# Responsive Documents	<input type="text" value="1"/>	#Pages	<input type="text" value="2"/>	Exemptions	<input type="text" value="(b)(6)"/>

Date	Initials	Comments	Time (Hrs)
10-21-16	BL	Recommend sending to Chaplain Corp for Responsive Records.	0.1
10-21-16	RH	Reached out to Chaplain Corp. for Responsive Records, POC will look into request and provide DNS-36 pertinent information.	0.1
10-23-16	RH	Heard back from Chaplain Corp. POC via telephone Found Responsive Records, will send them to DNS-36 via secure mail.	0.1
10-25-16	RH	Received Responsive Records from Chaplain Corp. with redaction recommendations provided.	0.1
		Beginning Redactions for Release to Requester.	0.1
Subtotal			0.4

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## Responsive Record\_UU

Email from [Bud.Abbot.civ@navy.mil](mailto:Bud.Abbot.civ@navy.mil)

Hey Lou,

Strange as it may seem, they give ball players nowadays very peculiar names.

V/R

Father Bud Abbot  
Naval Chaplain Corp.  
Priestus Mostus  
COMM: (123)456-7890  
Email from [Lou.Costello.civ@navy.mil](mailto:Lou.Costello.civ@navy.mil)

Hey Bud,

Funny names?

V/R

Father Lou Costello  
Naval Chaplain Corp.  
Priestus Leastus  
COMM: (098)765-4321

Lou,

Nicknames, nicknames. Now, on the St. Louis team we have Who's on first, What's on second, I Don't Know is on third...

Bud,

That's what I want to find out. I want you to tell me the names of the fellows on the St. Louis team.

Lou,

I'm telling you. Who's on first, What's on second, I Don't Know is on third...

Bud,

You know the fellow's names?

Lou,

Yes.

Bud,

Well, then who's playing first?

Lou,

Yes.

Bud,

I mean the fellow's name on first base.

Lou,

Who.

Bud,

The fellow playin' first base.

## Adobe Pro for Redaction

Email from [Bud.Abbot.civ@navy.mil](mailto:Bud.Abbot.civ@navy.mil)

Hey Lou,

Strange as it may seem, they give ball players nowadays very peculiar names.

V/R

Father [Bud.Abbot.civ@navy.mil](mailto:Bud.Abbot.civ@navy.mil)  
Naval Chaplain Corp.  
Priestus Mostus  
COMM: (123)456-7890

Email from [Lou.Costello.civ@navy.mil](mailto:Lou.Costello.civ@navy.mil)

Hey Bud,

Funny Names?

V/R

Father [Lou.Costello.civ@navy.mil](mailto:Lou.Costello.civ@navy.mil)  
Naval Chaplain Corp.  
Priestus Leastus  
COMM: (098)765-4321

Lou,

Nicknames, nicknames. Now, on the [St. Louis](mailto:St.Louis) team we have [Who's](mailto:Who's) on first, [What's](mailto:What's) on second, [I Don't Know](mailto:I Don't Know) is on third...

Bud,

That's what I want to find out. I want you to tell me the names of the fellows on the St. Louis team.

Lou,

I'm telling you. [Who's](mailto:Who's) on first, [What's](mailto:What's) on second, [I Don't Know](mailto:I Don't Know) is on third...

Bud,

You know the fellow's names?

Lou,

Yes.

Bud,

Well, then who's playing first?

Lou,

Yes.

Bud,

I mean the fellow's name on first base.

Lou,

Who.



Bud,

The fellow playin' first base.

## Responsive Record\_RR

<p>Email from [REDACTED]@navy.mil</p> <p>He [REDACTED]</p> <p>Strange as it may seem, they give ball players nowadays very peculiar names.</p> <p>V/R</p> <p>Father [REDACTED]</p> <p>Naval Chaplain Corp.</p> <p>[REDACTED]</p> <p>COMM [REDACTED]</p> <p>Email from [REDACTED]@navy.mil</p> <p>He [REDACTED]</p> <p>Funny Name?</p> <p>V/R</p> <p>Father [REDACTED]</p> <p>Naval Chaplain Corp.</p> <p>[REDACTED]</p> <p>COMM [REDACTED]</p> <p>[REDACTED]</p> <p>Nicknames, nicknames. Now, on the [REDACTED] team we have [REDACTED] on first, [REDACTED] on second, [REDACTED] is on third.</p> <p>[REDACTED]</p> <p>That's what I want to find out. I want you to tell me the names of the fellows on the St. Louis team.</p>	<p>[REDACTED]</p> <p>I'm telling you [REDACTED] on first, [REDACTED] on second, [REDACTED] is on third.</p> <p>[REDACTED]</p> <p>You know the fellow's names?</p> <p>[REDACTED]</p> <p>Yes.</p> <p>[REDACTED]</p> <p>Well, then who's playing first?</p> <p>[REDACTED]</p> <p>Yes.</p> <p>[REDACTED]</p> <p>I mean the fellow's name on first base.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>The fellow playin' first base.</p>
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## Letter to the Requester\_REQ

<p></p> <p>DEPARTMENT OF THE NAVY Office of the Judge Advocate General 3000 Navy Personnel Washington, DC 20380-2000</p> <p>1722 See: DNO-3430/160107890 October 31, 2016</p> <p>Mr. Shippy Pluffermutter 123 Weig He Rd. Molokai, HI, 96132</p> <p>Dear Mr. Pluffermutter:</p> <p>This is in reference to your Freedom of Information Act (FOIA) request dated October 21, 2016. Your request was received in our office on the same day and assigned FOIA case number DNO-NAVY-2017-000425.</p> <p>We have identified 2 pages of documents that are responsive to your request. Upon review of these documents, we have determined that they contain instances of personally identifiable information (PII), such as the names, email addresses and phone numbers. These instances of PII are exempt from disclosure under 5 U.S.C. § 552(b)(6), since release of this information would result in a clearly unwarranted invasion of their personal privacy.</p> <p>Because your request is partially denied, you are advised of your right to appeal this determination by writing to:</p> <p>Office of the Judge Advocate General 1322 Patterson Ave., SE, Ste 3000 Washington Navy Yard, DC 20374-5966</p> <p>Your appeal must be postmarked within ninety calendar days from the date of this letter. A copy of your initial request and this letter must accompany the appeal. The appeal should be marked "FREEDOM OF INFORMATION ACT APPEAL" both on the envelope and the face of the letter. In order to expedite the appellate process and ensure full consideration of your appeal, your appeal should contain a brief statement of the reasons you believe this decision to be in error.</p> <p>For this determination, you have the right to seek dispute resolution services from the DoD Navy Component FOIA Public Liaison, Mr. Chris Julka, at Christopher.A.Julka@navy.mil or (703) 697-6031.</p> <p>1</p>	<p>Questions regarding the action this office has taken to process your request may be directed to our FOIA Service Center at (202) 695-0412.</p> <p>Sincerely,</p> <p> R. Hartwick Assistant Dir., DCH PA/FOIA Program Office</p> <p>2</p>
--	--

## Final Check List

Final Disposition		Total Pages Processed	Total Processing time	Initial	Date
Partial Denial		9	0.5	RH	10-31-16

Record Retention			Responsive Records		
<input type="checkbox"/> 2 Years	<input type="checkbox"/> 6 Years	Destroy Date:	# Responsive Documents	#Pages	Exemptions
			1	2	(b)(6)

Date	Initials	Comments	Time (Hrs)
10-21-16	BL	Recommend sending to Chaplain Corp for Responsive Records.	0.1
10-21-16	RH	Reached out to Chaplain Corp. for Responsive Records, POC will look into request and provide DNS-36 pertinent information.	0.1
10-27-16	RH	Heard back from Chaplain Corp. POC via telephone Found Responsive Records, will send them to DNS-36 via secure mail.	0.1
10-28-16	RH	Received Responsive Records from Chaplain Corp. with redaction recommendations provided. Beginning Redactions for Release to Requester.	0.1
10-31-16	RH	Redactions complete uploading to FOL with signed Letter to the Requester for close out.	0.1
Subtotal			0.5

## Upload Records to FOL

Assigned Cases  
Request Details  
Make Assignment  
Estimate Costs  
Stop the Clock  
Extend Due Date  
Create Task  
Upload Responsive Records  
Create Correspondence  
Create Comment  
Create Consultation  
Create Referral  
Create Appeal  
Interim Release

Submitted Evaluation Assignment Processing Closed

Tracking Number : DON NAVY 2017 006425  
Requester : Mr. Skippy Fluffernutter  
Organization : N/A  
Requester Itas Account : No

Submitted Date : 10/21/2016  
Perfected Date : 10/21/2016  
Last Assigned Date : 10/21/2016  
Fee Limit : \$0.01

**Upload Responsive Records**  
*The Release Type can be modified after uploading but must be provided initially. Records should be uploaded in batches with identical release types.*  
If you are having problems, or do not see the "Select Files" button, switch to the basic uploader.

SELECT FILES

AND WITHOUT FILE UPLOAD

1. Select Release Type as: UU  
2. Upload All Correspondences, Records and the Checklist.  
3. Save Changes

No records have been uploaded.

Release Type : **Select Release Type**  
Keywords :

Revision 0.15

4/12/2017

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## Attached Docs as UU

The screenshot shows the 'Case Responsive Records' interface. The 'Records' tab is selected. A yellow box highlights the 'Records' tab and a red arrow points to the 'Uploaded files are found under: Request Details - Case File - Records.' message. The 'Publish Options' section lists: UU - Unredacted - Unreleasable, RU - Redacted - Unreleasable, UR - Unredacted - Releasable to the General Public, RR - Redacted - Releasable to the General Public, and REQ - Release to Requester Only. The 'Filter by Title or Keyword(s):' field is empty, and the 'Filter by Release Type:' dropdown is set to '--'. The 'Results' count is 50. A table lists 6 items found, displaying all items. The table has columns: Publish, Title, Type, Exempt, Retention, Action, and Detail. The items are:

Publish	Title	Type	Exempt	Retention	Action	Detail
UU	2017-000425 Checklist Final	PDF	N/A	Default	[Pencil] [X] [Eye]	
UU	2017-000425 Letter to Requester	PDF	N/A	Default	[Pencil] [X] [Eye]	
UU	2017-000425 Checklist	PDF	N/A	Default	[Pencil] [X] [Eye]	
UU	Responsive Docs. for Skippy_RR	PDF	N/A	Default	[Pencil] [X] [Eye]	
UU	Responsive Docs. for Skippy_RU	PDF	N/A	Default	[Pencil] [X] [Eye]	
UU	Responsive Docs. for Skippy_UU	PDF	N/A	Default	[Pencil] [X] [Eye]	

A yellow box on the left side of the interface states: 'Documents are uploaded with the release type: UU - Unredacted Unreleasable. As UU, they are unviewable by the public.'

## What Do We Release?

The screenshot shows the 'Case Responsive Records' interface. The 'Records' tab is selected. A yellow box highlights the 'Records' tab and a red arrow points to the 'Uploaded files are found under: Request Details - Case File - Records.' message. The 'Publish Options' section lists: UU - Unredacted - Unreleasable, RU - Redacted - Unreleasable, UR - Unredacted - Releasable to the General Public, RR - Redacted - Releasable to the General Public, and REQ - Release to Requester Only. The 'Filter by Title or Keyword(s):' field is empty, and the 'Filter by Release Type:' dropdown is set to '--'. The 'Results' count is 50. A table lists 6 items found, displaying all items. The table has columns: Publish, Title, Type, Exempt, Retention, Action, and Detail. The items are:

Publish	Title	Type	Exempt	Retention	Action	Detail
REQ	2017-000425 Letter to Requester	PDF	N/A	Default	[Pencil] [X] [Eye]	
RR	Responsive Docs. for Skippy_RR	PDF	N/A	Default	[Pencil] [X] [Eye]	
UU	2017-000425 Checklist Final	PDF	N/A	Default	[Pencil] [X] [Eye]	
UU	Responsive Docs. for Skippy_RU	PDF	N/A	Default	[Pencil] [X] [Eye]	
UU	Responsive Docs. for Skippy_UU	PDF	N/A	Default	[Pencil] [X] [Eye]	
UU	2017-000425 Checklist	PDF	N/A	Default	[Pencil] [X] [Eye]	

A yellow box on the left side of the interface states: 'Documents are uploaded with the release type: UU - Unredacted Unreleasable. As UU, they are unviewable by the public.'

A green arrow points from the 'Begin Close Out Process' button to the 'Change the Release Type of documents THAT ARE BEING RELEASED TO THE REQUESTER appropriately.' box. The box contains the text: 'Change the Release Type of documents THAT ARE BEING RELEASED TO THE REQUESTER appropriately. REQ - To requester only RR - Redacted Releasable Save and Begin Close Out Process'.

A purple box on the right side of the interface states: 'Click the Pencil in order to note which exemptions were used in the processing of this case.'

Revision 0.15

4/12/2017

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## Exemptions

**Edit Responsive Record**

★ Title: Responsive Docs. for Skippy\_RR

Keywords:

Choose the appropriate exemptions for tracking purposes. In this case **Exemption (b)(3)** was used for release.

★ Release Type: RR - Redacted - Releasable to the General Public

★ Frequently Requested?: No

★ Referred to Non-Participating Agency?: No

File Format: PDF

Author:

Added By: Raymond Hartwick

Size (MB): 0.05

Date Created: 10/24/2016

Record Release Date: N/A

Exemptions Applied:

Ex. 1:	<input type="checkbox"/>	Ex. 7(D):	<input type="checkbox"/>
Ex. 2:	<input type="checkbox"/>	Ex. 7(E):	<input type="checkbox"/>
Ex. 3:	<input type="checkbox"/>	Ex. 7(F):	<input type="checkbox"/>
Ex. 4:	<input type="checkbox"/>	Ex. 8:	<input type="checkbox"/>
Ex. 5:	<input type="checkbox"/>	Ex. 9:	<input type="checkbox"/>
Ex. 6:	<input checked="" type="checkbox"/>	Excl. 1:	<input type="checkbox"/>
Ex. 7(A):	<input type="checkbox"/>	Excl. 2:	<input type="checkbox"/>
Ex. 7(B):	<input type="checkbox"/>	Excl. 3:	<input type="checkbox"/>
Ex. 7(C):	<input type="checkbox"/>		

Retention Period: Use Agency Default

SAVE RECORD CHANGES CANCEL

## Disposition

★ Disposition: Partial grant/partial denial

Letter Template: Select Letter Template

**Responsive Records**

Publish Options: UU - Unredacted - Unreleasable, RU - Redacted - Unreleasable, UR - Unredacted - Releasable to the General Public, RR - Redacted - Releasable to the General Public, REQ - Release to Requester Only

6 items found, displaying all items. Results 50

Publish	Title	Type	Exempt	Retention	Action	Close Out
REQ	2017-000425 Letter to Requester	PDF	N/A	Default		
RR	Responsive Docs. for Skippy_RR	PDF	N/A	Default		
UU	2017-000425 Checklist Final	PDF	N/A	Default		
UU	2017-000425 Checklist	PDF	N/A	Default		
UU	Responsive Docs. for Skippy_RU	PDF	N/A	Default		
UU	Responsive Docs. for Skippy_UU	PDF	N/A	Default		

Not Releasable, still marked (UU = No Highlights)

For the close out process, choose your disposition, and make sure the appropriate files are marked for release.

Begin Close Out Process

Generate Invoice

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## Closing Out

Welcome, Raymond Hartwick [SIGN OFF](#) [Print Page](#)

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Home Search Reports Administration My Account

My Cases Filter: All

11 items found, displaying all items

Tracking Number	Type	Track	Requester	Assigned	Due	Status	Detail
DON-NAVY-2017-000425	Request	Simple	Skippy Fluffernutter	10/21/2016	11/21/2016	Final Preparation of Response	<a href="#">Detail</a>
DON-NAVY-2017-000425	Task	Simple	Skippy Fluffernutter	10/24/2016	10/24/2016	Final Preparation of Response	<a href="#">Detail</a>

The newly created TASK is where you will Close the case.

## Still Closing Out

FOIAonline [Home](#) [Search](#) [Reports](#) [Administration](#) [My Account](#)

My Cases Unassigned Cases Assigned Cases

Task Details

Request Status: Final Preparation of Response Task Due Date: 10/24/2016

Click here to Close the FOIA case.

Submitted Evaluation Assignment Processing Closed

Request Details

Tracking Number: DON-NAVY-2017-000425 Submitted Date: 10/21/2016

Requester: Mr. Skippy Fluffernutter Perfected Date: 10/21/2016

Organization: N/A Last Assigned Date: 10/21/2016

Requester Has Account: No Fee Limit: \$0.01

Task Details

Task Type: Final Disposition Notice Assigned To: Raymond Hartwick (Chief of Naval Operations)

Due Date: 10/24/2016

Close Out Task

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## Release to the Requester

**Attach Latest Invoice?**

Attach Invoice for billing purposes (not covered here)

Attach to Send?	Title	Amount
<input checked="" type="checkbox"/>	DOIN NAVY-2017-000425 Invoice 20161024.pdf	\$0.00

**Attach Records or Past Correspondence**

Filter: All Results: 50

2 items found, displaying all items.

Send?	Title	Type	Record Release Type
<input type="button" value="Select"/>	2017-000425 Letter to Requester	Record	REQ
<input type="button" value="Select"/>	Responsive Docs. for Skippy_RR	Record	RR

2 items found, displaying all items.

This is how you tell what can be released: RR and REQ files only

## Last Step

**Attach Records or Past Correspondence**

Filter: All Results: 50

No records or correspondence have been generated.

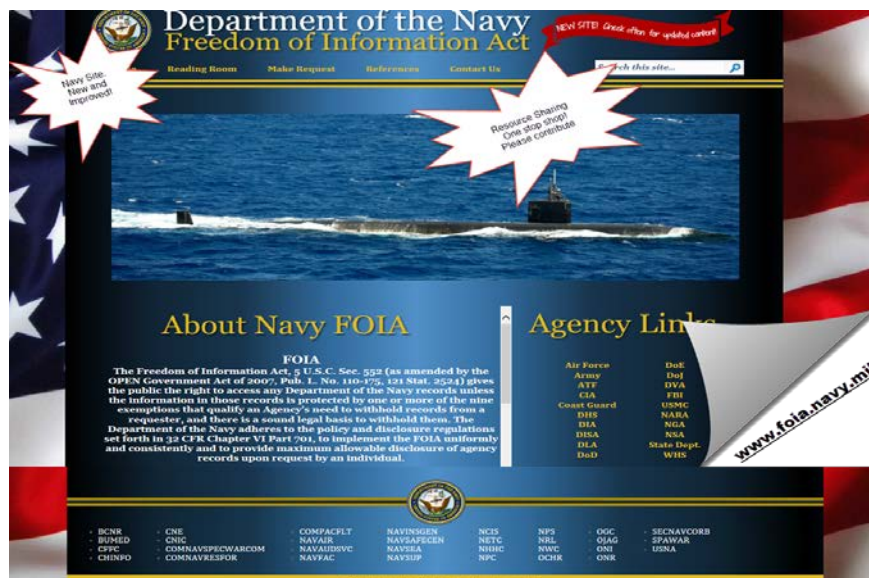
**Selected Items To Be Sent To Requester**

The correct Files are ready to be sent to the requester.

Title	Type	Record Release Type	Remove?
2017-000425 Letter to Requester	Record	REQ	<input checked="" type="checkbox"/>
Responsive Docs. for Skippy_RR	Record	RR	<input checked="" type="checkbox"/>

Help Desk (8:00 am - 6:00 pm CT, M-F) | Toll-Free: (844) 238-7744 | Local: (970) 494-5506 | Email Support

## New FOIA Website



236801

Revision 0.15

4/12/2017

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